

Employer FAQ

Application Questions:

When will I receive confirmation of my application status?

- We will provide you with an update about the status of your application within 48 hours or two business days.

Why would my application not be accepted?

- Major reasons applications are not approved:
 1. Lack of details provided in the application form. Please follow the instructions closely and provide details as prompted in the application form.
 2. The role detailed in the application form does not solve a strategic business problem. Jobs that are very administrative heavy and do not provide a solution to a business problem will not be accepted.

Are there any organizations that are not eligible to apply to the MBSI program?

- Organizations not eligible for Mitacs funding include: Cities, Municipalities and Public Universities. Crown corporations are not eligible if they receive more than 50% of their funding from the government.

I have already hired a student this past summer/fall for an internship through the MBSI program - Am I eligible to apply again?

- Yes, companies are now eligible to apply multiple times to the MBSI program. Please make sure that a new application form is filled out for every student requested.

Can I apply for funding for more than one MBSI position?

- Yes, you are eligible to apply for funding for multiple MBSI positions. Please fill out a new application form for every internship spot you apply for.

How do I find a student to work for my organization?

- Once your application is accepted, details from your application are used to post the role on our internal online job board. You will not have access to this job posting once you have submitted your application. Roles will be posted for between 5-10 business days and promoted to students across programs at the UBC Sauder School of Business.

When is the deadline to apply?

- Deadline to apply for Summer 2021 funding: February 14th, 2021

Student Recruitment and Internship Questions:

Can I access my job posting once it has been posted online? Am I able to review applications as they come in?

- Due to program capacity we cannot provide you with access to your job description once it has been approved. We are not able to provide you with access to applications until the job posting has closed.

What if I already have a student in mind that I would like to hire?

- Please specify your student's name at the end of the application form and include what program they are in. If you identify a student, your role will not be posted on our online internal job board.

What if I cannot find a student that I would like to hire?

- We will work closely with your organization to try and find you a candidate through internal promotion of the program and our internal job board. If you do not receive more than three applications to your job posting, we will re-post and extend the amount of time that your job is posted online.

When can my student start working?

- Students' start- and end-dates depend on the program they are enrolled in.
 - Undergraduate BCom, Co-op & B+MM Year 1-3: May 3 - 15 to August 20-27, 2021
 - MBA: June 7 to September 3, 2021
 - Masters of Business Analytics (MBAN): July 19 to October 8, 2021
 - Masters of Management (MM): Last week of classes* to October 16, 2021

*A firm start-date is TBD and will align with class schedules.

What type of students are available for Internships?

- Undergraduate BCom Students + Current Masters Students (MBA, MBAN, MM students)
- Students must convocate after the last day of their internship to be eligible for the MBSI program

How long does the internship need to be?

- Undergraduate students must work full-time (we recommend 35 hours/week) between applicable program dates. Full time hours are not to exceed 40 hours per week.
- Masters students must work 40 hours/week between applicable program dates. There is no flexibility in hours due to a decreased internship time period.
- Students can not work part-time.

Is the student an employee of the organization, UBC or Mitacs?

- The student is paid through Sauder UBC payroll, so is considered a student employee of UBC.

How do employers pay their \$5,000 Contribution? Can I pay the employee fee in installments?

- Mitacs will send an invoice to your company within two weeks of submitting your final application documents. The \$5,000 fee will need to be paid in one single installment.

Do international students qualify for this fund?

- Yes, international students are eligible to apply to this fund. Students need to be located in Canada for the duration of their internship.

Is there a maximum amount of payment that each student can receive?

- All student MBSI participants will receive \$10,000 over 4 months. Beyond the \$5,000 contribution, the employer is not able to pay the student more for their 4-month internship.

Where can I find more information about the MBSI program?

- Please visit the Mitacs website for more information about the MBSI program:
<https://www.mitacs.ca/en/programs/business-strategy-internship>